



Swimming Pools & Spas

Application for Plan Submittal / Permit

Property Address: _____ Lot Number: _____

Pool Surface Area: _____ Spa Surface Area: _____

Owner: _____

Address: _____

Phone: _____

Contractor: _____

Address: _____

ROC #: _____ Scotts License #: _____

Phone: _____

Submittal Requirements

Documents:

- The pool or spa must be shown on a copy of the City approved site plan. Copies of these site plans can be obtained from the City Records Department by calling 480-312-2356.
- Show the location (dimensioned setbacks) of the pool or spa in relation to the property lines, easements and house, also the items listed below:
 - Access route (to pool area)
 - Staging area for materials
 - NAOS (if any)
 - Native plants (if any)
 - Pool fence location & height of fencing
 - IF ANY OF THESE THINGS ARE NOT APPLICABLE, PLEASE INDICATE ON PLAN
- If there is an existing Natural Area Open Space Easement, a copy of the City approved 24"X 36" site plan is necessary showing the location of the pool or spa on the plan. (all structures are to be 5' from any NAOS.)
- If the property is zoned ESL or NAOS and has not been dedicated it may be necessary to dedicate NAOS on the property prior to the issuance of a permit.
- If the client does not have approved pool plan standards already on file with the City of Scottsdale, they will have to provide 2 sets of pool design detail plans and calculations sealed by an Arizona registered structural engineer.

Special features:

- Special features require engineering calculations and are required at the time of permit request.
- A plan review fee will be charged and a review done on the calculations prior to the issuance of a permit.
- The City will accept Special Feature details and calculations to enable you to create a Standard Plan. After the Standard plan has been approved you will only need to indicate the Plan Review number on the site plan when applying for a permit. This should help to eliminate additional fees and time to obtain your permits.

Fees:

Client is charged a base fee, planning inspection fee and, if the pool and spa is attached, there is a square footage fee. If the pool and the spa are detached, there is a square footage fee for the pool and a standard fee for the spa. For current fees, visit www.scottsdaleaz.gov/bldgresources/Fees.

For Official Use Only

☐ Approved

☐ Need City Approved Site Plan

☐ Show NAOS/Native Plants

☐ Show Access

☐ Show Staging Area

☐ Show Setbacks

☐ Indicate Surface Area

☐ _____

Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7800